The Thomas J. Watson Library at the Metropolitan Museum of Art is seeking library and art history graduate school interns to perform a variety of digitization-related tasks including the initial sort and review of material, scanning, metadata creation, and review and uploading of files.

Required skills:

· Basic knowledge of digitization standards and best practices for both file and metadata creation.

· Experience with at least one digitization project in a library or archive.

· Experience with scanning and/or digital photography.

Desired skills:

· Experience handling rare or fragile library materials.

· Experience working in an automated library system (preferably Innovative Interfaces) and/or experience with a digital collections creation and management tools (CONTENTdm preferred).

· Experience creating, editing, and transforming MARC and/or non-MARC metadata (Microsoft Excel and/or MarcEdit preferred).

· Experience in the development and maintenance of web sites.

These unpaid internships begin in January, June, and September. The minimum commitment is three hours per week for one semester or summer, but may extend (either in hours or duration) as long as desired. These internships may be developed into practicum projects or may be used to fulfill internship requirements of your institution.

To apply, please send your resume and a brief cover letter including your preferred days/times to John Lindaman at john.lindaman@metmuseum.org; please begin your subject line with “Digitization internship application”. Application deadlines are January 1st for a spring internship, May 1st for a summer internship, and September 1st for a fall internship.

The Thomas J. Watson Library is the primary research library of The Metropolitan Museum of Art. It has a collection of nearly one million volumes, extensive electronic resources and growing digital collections. An overview of the digital collections can be found at: http://libmma.contentdm.oclc.org/.